## Application for Congregational Development Fund Loan

*Please refer to our website for policy:* [*www.united-church.ca/leadership/church-administration/capital-assistance-programs*](http://www.united-church.ca/leadership/church-administration/capital-assistance-programs)*.*

* Maximum loan amount is 50% of the total cost of project, up to a maximum of $500,000.
* Applications are to be approved by your regional council office before the Financial Support Group (FSG) can consider you for funding. Save a copy of this application for your records.
* Supporting documents to accompany your application (for details see CDF policy):
	+ Mission design
	+ Partnerships
	+ Leadership development
	+ Finances
	+ Project’s financial plan
	+ Review of schematic drawings

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| **Applicant’s Contact Information** |
| Pastoral charge/congregation  | Name:       # of preaching points      |
| Mailing address:       |
| City:       |
| Province:        | Postal code:       |
| Contact person | Name:       |
| Phone:       | E-mail:       |
| Regional council |       |

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| **Applying Congregation Statistics: for current calendar year** |
| Households under pastoral care (line 5 of YB) |  | Actual attendance at worship (line 20 of YB) |  |
| Contributing households (line 6 of YB) |  | Resident members (line 16-17 of YB) |  |
| Funds held in trust by applying congregation $ **Purpose:** |

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| **Applying Congregation’s Statistics: for previous year**  |
| Local givings (line 32a of YB) | $       | Households under pastoral care (line 5 of YB) |       |
| Mission & Service (line 36 of YB) | $       | Contributing households (line 6 of YB) |       |
| All purposes (line 32 of YB) | $       | Debt retirement and other (line 31 of YB) | $       |

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| **Applying Congregation: Title Information** |
| Under what name is title registered?       |
| Registered at       |
| Lot size       | Amount of insurance $       |

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| **Describe how this project will support the ministry of the pastoral charge/congregation.** |
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| **Project Financial Details** |
| Projected start date |       |
| Projected end date |       |
| **Total cost** | **$**  |
| Cash on hand | $       |  |
| Proceeds for sale of property (specify) | $       |  |
| Other (specify) | $       |  |
| Local borrowing (specify) | $       |  |
| Volunteer labour and donated material | $       |  |
| Pledges payable before starting date of project | $       |  |
| **Subtotal** | **$** |
| **CDF Loan request** (lesser of 50% or $500,000) | **$** |
| **Total funds** | **$** |

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| **Repayment/Financial Obligations** |
| Pledges payable after construction is complete: $       | Other sources: $       |
| Proposed repayment period:       | [ ]  10 years [ ]  15 years |
| Past Capital Assistance Loan through United Church? | [ ]  yes [ ]  no |
| Latest intentional stewardship program |  |
| **Repayment notices sent to:** |
| Name:       | Address:       |
| Phone:       | E-mail:       |
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| PLEASE ATTACH supporting documentation that describes:* Mission: How does this project support the ministry of the pastoral charge/congregation?
* Leadership development: Is there broad involvement in this project?
* Partnerships: Are other groups participating?
* Building design: Include drawings/plans.
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| **Trustees’ Approval: if loan greater than $50,000 (signatures)** |
| **Full Name** | **Occupation** | **Full Address** |
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| **Official Board Action** |
| At the meeting of it was moved by and seconded by and carried that the trustees be authorized and directed to make application to Communities in Ministry (CiM) for a loan of $ for a -year term and to ask regional council for its consent to this and to sign the Agreement to Repay the loan. |
| *Date of meeting* | *Signature of Chairperson or Secretary* |

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| **Regional Council Action** |
| The foregoing application was duly considered at a meeting of Regional Council held on , 20 , at and a loan totalling $ for a term of years and a loan of $ were approved by regional council at such meeting.(a) Regional council declares that this project is in accordance with the Finance (FIN) Capital Assistance policy. It is understood that approval of any grant being requested is in principle only, subject to availability of funds.(b) The Property Committee of regional council has approved the schematic drawings.(c) Regional council is in agreement that the project being undertaken is sound, valid, and necessary for future ministry in this location. Regional council will continue its function of the oversight of this project.(d) Regional council also declares that the applicant, in its considered opinion, will be able to repay the loan requested in the term approved by regional council.(e) Regional council explicitly agrees with Finance that it will not grant consent to the above selling, mortgaging, leasing, or in any way encumbering its property or to increasing its debt load for capital purposes while this loan or any part of it is unpaid except as is expressly agreed in writing by Finance. |
| *Date of Meeting* | *Signature of Secretary of Regional Council* |